



**THE CITY OF SAN DIEGO
MANAGED COMPETITION
INDEPENDENT REVIEW BOARD (MCIRB)**

**Meeting Minutes
Thursday, January 13, 2011
City Administration Building, 202 "C" Street,
9th Floor, Conference Room 9B**

Call to order at 2:35 pm

I. ROLL CALL:

Members Present:

Faye Wilson (Chair)	Charles Kim, Jr
Steve Stroebel	Mary Lewis
Debra Fischle-Faulk	Andrea Tevlin

Members Absent: *Desa Burton has resigned*

Guests:

Wally Hill, Assistant Chief Operating Officer
Bill Gersten, Deputy City Attorney
Denise Sandoval, Executive Assistant
Brittany Birmingham, IBA

II. NON-AGENDA PUBLIC COMMENT: NONE

III. APPROVAL OF MINUTES FOR:

- November 4, 2010 – Approved Unanimously
- December 2, 2010 **Special Meeting* – *Approved Unanimously*

IV. UPDATED AND DISCUSSED MANAGED COMPETITION PROJECTS:

- Publishing Services – Council approved the Preliminary Statement of Work (PSOW) and it is now clear for competition. We are finishing the Statement of Work (SOW) now and you can expect to start receiving Request for Proposal (RFP) responses in March 2011.
- Fleet Maintenance – The Preliminary Statement of Work went before the Rules Committee January 12th and was approved to go to Council. It will go to Council on January 31, 2011 or February 1, 2011. If Council approves this PSOW we should be able to receive RFP responses by late July 2011.
- The Mayor held a press conference to announce 3 more City Services to be put up for bid:

- Street Sweeping – Receive RFP responses by December 2011
- Sidewalk/ Street Maintenance – Receive RFP responses by January 2012
- Public Utilities Call Center and Billing Collection -- Receive RFP responses by January 2012

When you receive the Preliminary Statements of Work they will include the services that are currently being delivered, not necessarily the services that will be in the final Statement of Work or Request for Proposal.

A copy of the Request for Proposal will be provided to you once it is released. This will give you time to consult with the Technical Evaluation Teams.

Please be sure that if you consult with anyone that there isn't a conflict of interest.

Purchasing and Contracting will be providing the teams with reference checks, qualification reviews, and screenings.

V. Organization of Technical Evaluation Group and Cost Evaluation Board Teams:

Publishing Services Technical Evaluation Team	Faye Wilson	Andrea Tevlin
Fleet Services Technical Evaluation Team	Debra Fischle-Faulk	Charlie Kim
Publishing Services Cost Evaluation Team	Mary Lewis	Steve Stroebe
Fleet Services Cost Evaluation Team	Mary Lewis	Steve Stroebe

There was extensive discussion on guide book language interpretation and privacy/transparency perceptions. Bill Gersten was asked to review methods to maintain the integrity of the process.

VI. Schedule Future Meeting:

- **Subcommittee Meetings** – Subcommittee members should set up individual meetings and determine time and location. Reminder that March 10, 2011 was previously held for a meeting and is still on hold for you.
- **May 6th, 2011 @ 2:30 PM, 202 C Street, 9th floor, San Diego, CA 92101**

VII. Action Items:

- Purchasing and Contracting to provide Evaluation Teams with a template/form for consistency of the evaluation process.

Meeting Adjourned: 3:45 p.m.

For information contact: Denise Sandoval

202 "C" Street, MS 9A

San Diego, CA 92101

Email: dmsandoval@sandiego.gov

Phone: 619/236-6198

Web site: www.sandiego.gov/business/mcibr